



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 9/19/18	<u>Interviewer:</u> SGS	RFA #18-66
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED] on behalf of [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] (student employee) and [REDACTED] (student employee)		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐
 Concern Regarding: Male x Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student x

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| x Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
9/19/18	[REDACTED] calls EOO to set an appointment with SGS	
9/21/18	SGS phone call with [REDACTED] and [REDACTED]	Indicates that [REDACTED], a [REDACTED] student employee, came to [REDACTED] attention finals week Winter quarter, 2018 when she heard about a statement made about [REDACTED] having assault someone in a dating relationship. [REDACTED] addressed it with [REDACTED] and let the student staff know they would probably see something on line and that it was not true and was exaggerated. After some time has passed, other female [REDACTED] volunteer students feel uncomfortable with these allegations about [REDACTED] and about working with him. [REDACTED] feels that [REDACTED] has lost credibility and part of his job is [REDACTED]. They are going to draft personnel letter. SGS indicated that there currently is no complaint about [REDACTED] and has no documentation or complaint investigation that has been undertaken regarding him. They said they would proceed with this as a personnel matter.

9/21/18	██████████ emails SGS	Draft Personnel Action letter about ██████████ having lost credibility and difficulty continuing to do his job.
9/21/18	SGS phone call with AAG Kerena Higgins	Consultation
9/25/18	SGS meets with ██████████, and AAG Kerena Higgins	██████████ indicated that they want the ██████████ work environment to be open to everyone, including female identified students and this has affected that. Reiterates that some local establishments have heard about these allegations and are preventing him from performing his work functions in these locations. SGS indicates again that is a personnel matter at this point and that no student has filed a complaint; that there had been a discussion, but no student wants to go forward.
10/3/18	SGS meets with student	Student reiterates that they do not want to file a complaint at this time against ██████████.
10/8/18	SGS phone call with ██████████ and	Close out RFA as personnel matter for ██████████